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SUBJ: TRAVEL MANUAL


1. PURPOSE. This transmits Supplement 15 to FAA Order 1500.14A (Order DOT 1500.6A), Travel Manual.
2. DISTRIBUTION. This supplement is distributed to the branch level and above in FAA headquarters and regions; to the section level and above at the FAA Technical Center and the Aeronautical Center; and to resident directors. A limited distribution is made to field offices and facilities; and copies are furnished to addressees on the ZAA-#388 distribution list.
3. EXPLANATION. This supplement clarifies the guidelines in determining the reasonableness of expenditures for meals and incidental expenses claimed by employees. Further, it provides specific guidelines for determining the reasonableness of these expenditures in nonforeign areas, i.e., separate areas of the United States located outside of the continental United States.
4. FILING INSTRUCTIONS. Insert Supplement 15 pages. Also, retain Supplement 6, dated March 29, 1990, to paragraph 5-0804a, of FAA Order 1500.14A, Travel Manual, until negotiations with the cited bargaining units are complete. An additional supplement to specifically remove Supplement 6 will be issued after Supplement 15 is implemented for the cited bargaining units.

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After filing this supplement, retain the transmittal sheet.

PAGE CONTROL CHART

Remove Pages	Date	Insert Pages	Date
		5-82-S1 thru 5-82-S3 Following page 5-82 of Order DOT 1500.6A)	8/16/94


E. M. Keeling
Director of Accounting

FA SUPPLEMENTAL PAGE

5-0804a-S1. ACTUAL EXPENSES ALLOWED. Reimbursement SHALL ONLY be claimed for reasonable amounts ACTUALLY expended for meals and incidental expenses as defined in this Order. All employees and their family members shall be prudent in incurring these expenses. The 46 percent rate for meals and incidental expenses as defined below is NOT an entitlement. Receipts are not generally required for claims meeting the 46 percent guideline. Claims over 46 percent will require receipts.

a. Definitions.

(1) Continental United States (CONUS). As defined in the Federal Travel Regulation (FTR), continental United States (or CONUS) means the 48 contiguous States and the District of Columbia.

(2) Nonforeign Areas. As defined in the FTR, nonforeign areas are separate areas of the United States located outside the continental United States, i.e., Alaska, Hawaii, the Commonwealth of Puerto Rico or the Commonwealth of the Northern Mariana Islands, or a United States territory or possession.

b. Permanent Change-of-Station Transfers Within the Continental United States (CONUS).

Daily expenses incurred for meals and incidental expenses will generally be considered reasonable without receipts when they do not exceed 46 percent of the maximum daily subsistence allowance (Standard CONUS per diem rate). Employees must submit receipts with claims for meals and incidental expenses that exceed this guideline.

c. Permanent Change-of-Station Transfers to Nonforeign Areas.

Daily expenses incurred for meals and incidental expenses at nonforeign localities will generally be considered reasonable without receipts when they do not exceed 46 percent of the standard CONUS per diem rate plus the cost of living allowance (COLA) for the nonforeign locality in which temporary quarters are occupied. Employees must submit receipts with claims for meals and incidental expenses that exceed this guideline. For example, the reasonable daily amount for meals and incidental expenses in a location where the COLA is 10 percent is computed as follows:

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SAMPLE COMPUTATION FOR AN EMPLOYEE AND SPOUSE

\$66.00 (CONUS Rate) + \$6.60 (\$66 X 10 percent (COLA)) = \$72.60

Computation for first 30 days:

Employee	\$72.60
Spouse \$72.60 X 2/3	<u>\$48.40</u>
Total daily amount for family	\$121.00
Limitation of 46 percent	<u>X .46</u>
Daily amount considered reasonable	<u>\$55.66</u>

Additional 90 days if required
(in 30-day increments):

Daily amount for first 30 days	\$55.66
75 percent of first 30 days (Note)	<u>X .75</u>
Daily amount considered reasonable	<u>\$41.75</u>

Note: Temporary quarters beyond the first 30 days is limited to 75 percent of the amount for the first 30 days per the FTR paragraph 302-5.4(c)(3)(4).

d. Responsibilities.

(1) Travel Authorizing or Approving officials. A travel authorizing or approving official has the responsibility to authorize or approve only those allowances that are justified by the circumstances affecting the travel and are allowable as defined in this Order. A travel authorizing or approving official shall counsel the relocating employee on the availability of known local lodging and eating facilities providing economical services to ensure that the relocating employee exercises prudent judgment when incurring permanent change-of-station expenses, including temporary quarters expenses. Authorizing or approving officials are to be accountable for counseling employees to ensure that they fully understand the rules and guidelines related to incurring expenses while occupying temporary quarters.

(2) Employee Responsibility. An employee on official travel shall exercise the same care in incurring expenses that a prudent person would exercise if expending personal funds. Excess cost for meals, luxury accommodations, and unnecessary services is not acceptable under this standard. The employee shall be responsible for excess costs and any additional expenses incurred for personal convenience or preference.

This supplement will not be applied to employees in the bargaining units represented by NATCA, NAATS, PASS, and PASS-Flight Standards until negotiations on this supplement are completed.

Until negotiations with the above bargaining units are complete, the existing Supplement 6 dated March 29, 1990, to paragraph 5-0804a, of FAA Order 1500.14A, Travel Manual, remains in effect for the bargaining units.

